

PERIOD OF GRACE REQUEST LETTER  
(ON CHURCH/EMPLOYER HEADED PAPER)

The Administrator (Baptist Pension Scheme)  
BBS Consultants & Actuaries Ltd  
Canard Court  
23-25 St George's Road  
Bristol  
BS1 5UU

Dear Sir

**Notice pursuant to Regulation 6A of the Occupational Pension Schemes (Employer Debt) Regulations 2005**

The sole remaining member of the Baptist Ministers' Pension Fund/Baptist Pension Scheme, **( N a m e o f m e m b e r )** ....., for whom pension contributions are paid by this church/organisation, left his/her post on ..... (date) and contributions ceased to be paid at that point.

I hereby give you notice on behalf of the church/organisation that it is our intention to appoint another member of the Baptist Pension Scheme as a participating member from this church/organisation before the anniversary of the date on which our member left, and request that the 12 month period of grace for the operation of employer debts under Section 75 of the Pensions Act 2005 be noted in your records.

In case the church is not able to appoint another member of the Baptist Pension Scheme within the initial 12 month period of grace, the church requests that the Trustees of the Baptist Pension Scheme would consider extending the period of grace as appropriate, to a maximum of 36 months after the date when our sole remaining member left.

Yours sincerely

Name

Position